



**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL  
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PGI/DIR/DC/ 217 /2021

Date: 24.03.2021  
Office order/Dir camp  
RSD no. 1485/13

**Office Order**

In view of rising COVID-19 cases, it is hereby decided for the OPD/IPD Services in SGPGIMS to prevent overcrowding, as per following

**OPD Services**

1. New Patients - 20 per day
2. Follow Up Patients - 30 per day
3. Only 01 attendant is allowed with the patient.
4. Mandatory RTPCR/TruNat report will be required. The same will be communicated to patient at the time of registration itself.
5. COVID-19 Appropriate Behaviour (CAB) is to be mandatorily followed by all Health Care Workers (HCWs) during inter-action with the patients. The CAB includes:-
  - a. Appropriate use of Face Masks.
  - b. Maintain Physical distance as often as possible.
  - c. Strict Hand Hygiene.

**IPD Services**

1. Mandatory RTPCR testing of the patient as well as of the attendant before admission and interventions to continue as before.
2. Restrictive entry of only one patients' attendant in the Wards to prevent overcrowding.
3. COVID-19 appropriate behaviour is to be strictly followed by all Health Care Workers (HCWs).

**e-OPD Services**

1. Preference to be given to e-OPD as before both in New and Follow up OPD cases.
2. The same needs to be communicated at the time of registrations.

**RCH-COVID Services**


1. In order to facilitate the increasing work load in RCH COVID, withdrawal of appropriate number of HCWs from non-covid areas will have to be undertaken.
2. Hence, IPD services will have to be accordingly reduced.

**Emergency services will continue as before with all due precautions in view of rising COVID-19.**

  
**(RK Dhiman)**  
Director

**Copy for information to:**

1. Additional Director
2. Dean/ER
3. CMS/MS, I/c OPD/G.H./PMSSY
4. Nodal Officer, RCH
5. PRO to inform all patients who have been given appointments via Electronic/Print media as well as other resources.
6. ALL Heads of Department
7. Prof Uttam Singh, I/c HIS to upload on Institute Website
8. O/o file

  
**(RK Dhiman)**  
Director